

Reference Number:

408-01-DD

Title of Document:

Office Hours and Work Schedules

Date of Issue:

May 28, 1987

Effective Date:

May 28, 1987

Last Review Date:

May 5, 2006 (Revised)

Date of Last Revision:

October 18, 1993

Applicability:

All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). **SCDDSN reserves the right to revise the contents of this policy, in whole or in part.**

The South Carolina Department of Disabilities and Special Needs uses two work schedules. One with shift workers working 40 hours per week and one with non-shift workers working 37.5 hours. These schedules were necessary in order for DDSN to be in compliance with the Fair Labor Standards Act (FLSA).

In many areas it is necessary for employees who work shifts to report in prior to the beginning of the shift and remain for a short time after the shift ends to affect smooth transfer of duties to their replacements. In these areas the change-over period should not exceed 30 minutes in duration. Individuals who are required to be present for a 30 minute change-over period will be allowed a 1 hour meal break or a 30 minute break during the shift so that their work hours during the shift will not exceed 8 hours. In all cases, shift work employees will be allowed the appropriate amount of free time in 30 minute increments during the shift to ensure that the time worked does not exceed 8 hours. All first and second shift employees' work schedules should provide for at least a 30 minute meal period.

Administrative offices must be open from 8:30 a.m. to 5:00 p.m. Administrative employees are allowed 1 hour for lunch during the period 11:30 a.m. and 2:00 p.m. Any deviation from these hours by individual employees whose job requires that they report in earlier or remain later may be approved by the Deputy State Director, or by an appropriate Associate State Director; provided the approved schedules are 7.5 hours per day. However, the starting hour or ending hour of the work day may not be changed by not taking a lunch hour.

All new shift employees should be coded 8 hours per day and 40 hours per week on all records. All new non-shift employees should be coded 7.5 hours per day and 37.5 hours per week on all records.

Wayne D. Blanton

Director, Human Resources and Legal Services
(Originator)

Stanley J. Butkus, Ph.D.

State Director
(Approved)